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Microsoft Word Foundation Course Outline

Duration: 1 Day

Benefit: This course is designed for attendees who wish to gain a basic understanding of Microsoft Word. It will benefit new users who wish to create simple, yet professional looking documents.

Objectives: On completion of this course, attendees will be able to create documents as well as insert, edit, format and proof read text. Attendees will also be able to prepare their documents for printing and save files efficiently for later use.

Pre-requisites: Attendees do not need any previous experience of Word but must have a basic understanding of PC's, including familiarity with a keyboard and mouse.

- **The Word Screen**
  - The Word interface
  - Getting help
- **Creating Basic Documents**
  - Inserting, editing and deleting text
  - Changing case
  - Using undo / redo
  - Saving, closing and opening
- **Proofing Tools**
  - Checking spelling and grammar
  - Using AutoCorrect and AutoComplete
  - Using the Thesaurus
  - Find and replace
- **Viewing and Printing**
  - Normal and print layout views
  - Zoom control and print preview
  - Document navigation
  - Printing all or part of a document
  - Printing envelopes and labels
- **Move and Copy**
  - Using cut, copy and paste
  - Moving and copying between documents
  - Copy formatting using the format painter
- **Character Formatting**
  - Selection techniques
  - Applying bold / italics / underline
  - Changing font size and colour
  - Applying character animation
  - Highlighting text
- **Paragraph Formatting**
  - Aligning paragraphs
  - Line and paragraph spacing
  - Indenting paragraphs
  - Creating Tabs
  - Applying bullets and numbering
  - Applying borders and shading
- **Controlling Page Appearance**
  - Changing page margins and page orientation
  - Inserting page numbering
  - Inserting page breaks

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